

## ROUTING AND TRANSMITTAL SLIP

Date

8 MAY  
1981TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. AC/MS

2.

3.

4.

5. EO/DDA

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1- FY2

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

## ROUTING AND TRANSMITTAL SLIP

Date

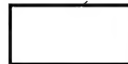
8 MAY 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/Security		
2. D/Medical Services		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS DD/A 81-0937

1&2: Please see paragraph 5. Could we have your submission by 27 May.



STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Executive Officer, DDA	Phone No.

Approved For Release 2005/08/02 : CIA-RDP84B00890R000600090003-2

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Ed/DDA</i>	1 MAY 1981	
2	<i>ADDA</i>	5-8	
3	<i>ZDA</i>		
4	<i>AC/MS</i>		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

**Remarks:**

Max:

As a follow up to the Ex Comm meeting, could you have your folks respond to the two items in paragraph 5?

Thanks,



Bob Gates

*2- Should you, lack ? and*

STA

STAT  
STAT

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Director, DCI/DDCI Executive Staff	5/1/81

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

81-0937

EXCOM 81-9009

16 June  
1530

1 May 1981

MEMORANDUM FOR: Director of Personnel Policy, Planning & Management

FROM : Robert M. Gates  
Director, DCI/DDCI Executive Staff

SUBJECT : Follow-up on Executive Committee Recruitment Session

1. I think it might be helpful to confirm where we go from here on the recruitment issue.

2. First, per the DDCI's suggestion, within the next couple of days we will circulate the Executive Summary and recommendations of the IG Report and the DDA's study--or excerpts from it--to EXCOM members for their background information.

3. Secondly, you should take the lead in preparing an issue paper for the follow-up session requested by the DDCI. As guidance for developing that paper, you should focus on the following DDCI observations/questions:

- (a) Our current system seems geared to replacing losses caused by attrition, but we are now faced with requirements to increase overall strength by one-third in 1982 and one-half in 1983.
- (b) What changes do we need to make in our current recruitment system--and our entire approach to recruitment--to meet our future needs?
- (c) What are our priorities?
- (d) What steps need to be taken to improve recruiting of minorities and women?
- (e) What increases are needed up front in resources devoted to processing--OS, OMS, etc.--and how can we plan to use them efficiently elsewhere when the increases are met?
- (f) What kind of input will be required from the line?

4. You may also want to include a proposal for remedying the flawed communications regarding Offices deliberately being overstrength and the resulting impact on your addressing their validated requirements.

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5. We'll ask Max to take care of the remaining two follow-up items: a piece--with appropriate coordination--on the utility of the PAT-B and an answer to the DDCI's question on how many potential applicants to Communications were screened out because of

*suspense  
date:*

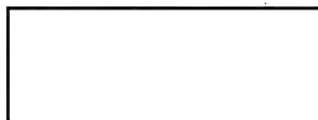
*5/27*

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6. We should aim for early June for the second session. Please have  or the appropriate person contact  to work out the details.

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Robert M. Gates

*Harry - I showed this to the DDCI to ensure that it accurately reflects what he wants done. If I can be of any help, please call.*

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